Northwood:  
Keith McGuigan, Vice Chair  
Dave Ruth  
Shane Wells - absent  
Amy Hanavan  
Brian Winslow – arrived  
6:59 p.m.

Nottingham:  
Susan Levenson, Chair  
Christine Dabrieo  
Kathryn Brosnan - absent  
Roslyn K. Chavda – arrived 6:24 p.m.  
Kelley Gordon

Straﬀord:  
Bruce Patrick - absent  
Misty Lowe  
Kerry McMahon  
Debbi Hinrichsen - absent  
Erica Helm

Others:  
Mr. Scott Reuning, Superintendent of Schools, SAU #44  
Mr. Nate Byrne, Director of Student Services, SAU #44  
Ms. Amelia Trapp, Joint Board Secretary, SAU #44

Visitors: Eric Almanzan

Call to Order:  
Ms. Levenson called the Joint Board Meeting to order at 6:18 and the Board had a quorum with 10 members present. The manifests with their supporting documentation circled the table for the members’ review.

Non-public Session:  
Ms. Dabrieo made the motion to open the session and was seconded by Mr. Ruth. Non-public session entered at 6:20 pm. Matters regarding budget and personnel were discussed. Ms. Helm made the motion to come out of nonpublic and was seconded by Ms. Lowe. The Board came back into the public session at 6:42 pm. No votes were taken.

Approval of Minutes:  
Mr. McGuigan made a motion to accept the minutes of October 22, 2018 and was seconded by Ms. Helm. The board brought grammar changes to the secretary’s attention. All members were in favor of the minutes as amended.

Business Administrator’s Report:  
Mr. Reuning said the ﬁnancials would be reviewed at the December 10th meeting as they had not had the time to bring them to the meeting this evening. Mr. O’Sullivan began his report. He gave the 2020 SAU Budget Modeling document that was included in the packet. He spoke on
increasing the HR position at the SAU to $50,000 per year and make the position exempt. Mr. McMahon thanked Mr. O’Sullivan for recognizing Ms. Linda Osbourne and the excellent work she does for the SAU. Mr. Ruth asked a question regarding the budget. The Technology Committee also brought their updates to the Board as well. Mr. O’Sullivan addressed the conversation by saying that they currently ask staff members to log in and out of the current system multiple times per day. The Tyler Tech program is capable to log in at the start of the day and log out at the end, but was not able to cover what Frontline is currently doing in regards to the timeclocks. Dr. Chavda said she and Mr. McGuigan have discussed this often and both feel it is a good decision based on cost and availability. Mr. O’Sullivan said the internet service in the building is also poor. If they depend on Tyler Technologies to host, their entire system would crash and the offices would lose time. Mr. O’Sullivan said the office will always have ADS at their disposal. Ms. Levenson asked if the firewall was robust enough to battle the daily viruses, etc. and Mr. O’Sullivan said he believed it was. Mr. McGuigan said he was concerned with the availability issue in regards to having a tech on site in inclement weather. Dr. Chavda said they also discussed scenarios based on budget availabilities as well. Ms. Dabrieo had questions regarding the manifests. Mr. O’Sullivan said the SAU holds all the grants, but each district had an allocation from those grants. Mr. Reuning explained the Amazon account information.

Superintendent’s Report:
Mr. Reuning gave the copier provider information and said the company beat the bidding price at a substantial rate. Northwood has already approved their 2/3 of the contract. There will be no change to the budget regarding the cost; they will just be receiving updated equipment. Ms. Lowe clarified that the motion would be to extend the current copier contract and Mr. Reuning said that was correct. Ms. Lowe made the motion to extend the contract and was seconded by Ms. Dabrieo. All members were in favor of the motion.

Personnel Report:
Mr. Reuning gave the personnel report:
Nomination:
- Brenda Godwin, for the part-time position of the SAU #44 Receptionist, at the rate of $13.50 per hour, which will be evaluated after 6 weeks with the potential to become $14 per hour.

Ms. Dabrieo made a motion to accept the nomination as presented and was seconded by Ms. Helm. All members were in favor of the motion.

Mr. Reuning spoke on the procurement information for the food service program. The information was an assurance to the state that the district would be following their rules. Ms. Levenson asked the board to move that they accept the food service procurement. Ms. Helm made a motion to accept the procurement of the food service program and was seconded by Ms. Lowe. All members were in favor of the motion.

Mr. Reuning gave information on the New Hampshire Scholastic Center for Authentic Family Voice. The end of year report, August 2018, was included in the packet. Mr. Reuning said Ms. LaVallee was interested in doing diversity training for the districts. Mr. Byrne gave information on the diversity program. School counselors, school psychologists and school...
administration from all the districts would be involved. No more than 20 people would be in the training session at one time and each session would be no more than 6 hours long. The program is not school based; however, it is out of Concord, NH. Dr. Chavda asked why they had sent Ms. LaVallee to the session and Mr. Reuning said it was to provide the districts with information regarding diversity training in case of issues that may arise. Teaching diversity and cultural competence is a proactive way to being prepared. Mr. Byrne said it was crucial to be aware of one’s own biases before entering the meetings.

Mr. Reuning began the budget review. He said the notes would be changed to reflect, “up to 3%.” The board wished him to review the budget by section. Mr. Reuning asked Mr. O’Sullivan to add notes regarding the changes on Northwood’s district appropriation line. The 3% would be added to the Superintendent’s section to hold place until the negotiation period. Mr. O’Sullivan said that if they were to go forward with the software, that historical numbers would be addressed. Dr. Chavda said she doesn’t think it should state “up to 3%” but rather mark it as a place-maker. Ms. Levenson said there used to be a pool, but it was overall a poor decision. Mr. McGuigan said budget committees had difficulty understanding the information; Mr. Reuning said it was originally started to have open information for the public. Ms. Levenson asked if they were doing merit based budgeting or if they were increasing salaries overall. Ms. Levenson asked Mr. Reuning for the language he preferred to be put into the budget. Dr. Chavda said she was concerned with budgeting before doing employee evaluations. Mr. Reuning said the current practice is that staff would sit down with Mr. Reuning and discuss their goals. The work done on those goals gives a basis for salary increases based on merit. Ms. Levenson asked what kind of value he would be working with and Mr. Reuning said he was working with a pooled value. Dr. Chavda said the salary should be negotiated on what the individual is asking for and not on what others are receiving. Dr. Chavda said she thought they should increase the salary for the HR position based on how the job description has increased over the years. Mr. O’Sullivan said the position would change from a nonexempt to an exempt position as well. Mr. McGuigan said they should budget for the yearly cost of Tyler Technologies and take the one-time cost out of the surplus amount. Mr. O’Sullivan said the one-time charge for Tyler Technologies is about $55,000. Mr. Reuning said the 80% of the expenses in the budget are personnel and they are accounted for. This year’s budget has a remaining $50,000-$60,000. Ms. Levenson asked if the board would decide this evening on what they wished to have in the budget and work through the requirements. Mr. McGuigan said that was a good idea. Mr. Winslow said he was concerned with the budget approval because he was meeting with Northwood regarding their budget before the SAU budget was finalized. Mr. Reuning said they could work with Ms. Dole.

Ms. Dabrieo made a motion to accept Scenario 4, which combines Scenario 1 of increasing the HR position to $50,000 per year and making the position exempt, as well as combines Scenario 2 of adding Infinite Visions with iPortal and SAU #44 hosts. It is noted that they would be separating the one-time cost of $50,000 for Tyler Technologies from the recurring charges. This motion was seconded by Ms. Helm. The Joint Board will be revisiting the one-time charge information at the December 10, 2018 meeting. All members were in favor of the motion.

The Board continued their perusal of the budget. Ms. Dabrieo asked if the Board wished to add the $1,000 back into the budget for the conferences in the Superintendent’s salary and the Board gave positive consensus. Mr. Reuning gave information on FrontLine.

The Board reviewed the Preschool Budget as well. Ms. Dabrieo asked what the budget impact would be if they accepted the recommendations given by Mr. Byrne regarding the
teachers at the previous meeting. Mr. Byrne said a $7,000 increase this year would bring them halfway to the recommended salary point. Ms. Dabrieo said she would like to do that. Mr. Reuning said he would make a note of it and Ms. Levenson said they would discuss it further at the December meeting.

Mr. Ruth asked if there were any issues with the Preschool’s shed and Mr. Reuning said he did not know of any issues, but Mr. Byrne would check on it.

Ms. Lowe asked if the budget would be posted for public view before the December 10 meeting. Mr. Reuning said they could post the draft.

**Open Items:**
- The Management committee is working on meeting schedules.
- The Joint Board timeline is being reviewed.
- Audit Committees are working with Melanson and Plodzik on audit and agreed upon procedure engagement on funds and required filings.

**Future Agenda Items for December 10, 2018 Meeting:**
Ms. Dabrieo asked if the videographer was all set with the Joint Board schedule change and Mr. Reuning said that he was. Ms. Levenson said the public hearing on the budget would be at the next meeting. They would also be discussing the Superintendent’s evaluation and contract negotiation process. The Audit Committee would be bringing their update to the Board. Mr. O’Sullivan said that if the Board wished to pursue Tyler Technologies, the company would need a letter of intent before the end of December.

**Committee Updates:**
The Audit Committee is meeting Friday, November 30.

**Public Comments:**
- Eric Almanzan: thanked the board for the important work they do and also thanked Ms. Lowe for wishing to publish the budget draft for public knowledge before the public hearing. He had a question regarding the surplus and Ms. Levenson said the money had not been turned back yet due to the audit committee reviewing cash flows and the unassigned fund balance. He said as a public member, he would encourage as much as possible go back to the town(s) to alleviate the taxes.

**Future Meeting Dates:**
December 10, 2018 6:15 p.m. Joint Board Meeting: SAU Office
January 14, 2019 6:15 p.m. Joint Board Meeting: SAU Office
February 11, 2019 6:15 p.m. Joint Board Meeting: SAU Office

**Motion to Adjourn:**
Ms. Dabrieo made the motion to adjourn and was seconded by Dr. Chavda. All members were in favor. The Joint Board Meeting on November 26, 2018 was adjourned 8:36 pm.
November 26, 2018

SAU #44
23 Mountain Ave. #A
Northwood, NH 03261
6:20 p.m.

Documentation of the Nonpublic Session

Members present: Ms. Erica Helm – yea, Mr. McMahon – yea, Ms. Lowe – yea, Mr. Ruth – yea, Dr. Chavda – yea, Mr. McGuigan – yea, Ms. Dabrieo – yea, Ms. Levenson – yea, Ms. Gordon – yea. Mr. Patrick, Ms. Hanavan, Ms. Hinrichsen, Ms. Brosnan, Mr. Wells and Mr. Winslow were absent.
Specific Statutory Reason cited as foundation: RSA 91-A:3, II.

(a) The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a meeting, and (2) requests that the meeting be open, in which case the request shall be granted.

(c) Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself, unless such person requests an open meeting. This exemption shall extend to any application for assistance or tax abatement or waiver of a fee, fine or other levy, if based on inability to pay or poverty of the applicant.

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